

Agenda Item Form

Agenda Date: 09/28/04

Districts Affected: Citywide

Dept. Head/Contact Information: Information Technology, Tony Montoya, (915) 541-4288

Type of Agenda Item:

- | | | |
|---|--|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input checked="" type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☐ Approved ☐ Denied

Timeline Priority: ☐ High ☒ Medium ☐ Low # of days: _____

Why is this item necessary:

Individual originally had a 2-year contract. Unfortunately, due to pressing personal issues, he has been forced to resign his full time position as a Programmer Analyst with the IT Department working within the People Soft System. Mr. Baca is currently out of town addressing these issues but has agreed to continue work as a Programmer Analyst for the Information Technology Department on a part-time basis for 6 months. Even his part-time employment, will help this department address recurring issues with our most critical applications system, the People Soft financial suite. Since he'll still be a contract employee, contract must be approved by City Council before he can assume his duties.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Individual will be paid at a hourly rate of \$19.95 for 10 hours a week. Contract will be for a six (6) month period.

Statutory or Citizen Concerns:

None

Departmental Concerns:

Department needs to have this resource in place in order to address recurring pressing issues with our financial system, People Soft. The recent implementation of new subsystems within People Soft (Cash Mgmt, Budget Subsystem, etc) has put additional strain on our current technical resources, his part-time help will help alleviate some of this pressure.

04 SEP

12:00

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **PAUL BACA**, to assist the Information Technology Department as a Programmer Analyst at an hourly rate of \$19.95 for 10 hours per week. The term of the contract shall be for the period of September 29, 2004 through February 28, 2005.

APPROVED this 28th day of September 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **PAUL BACA**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Information Technology Department, desires to employ the Employee; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Information Technology Department, in El Paso, Texas.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about September 29, 2004 and be completed by February 28, 2005.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at an hourly rate of Nineteen and 95/100 Dollars (\$19.95) for ten (10) hours per week. Employee is classified as an non-exempt employee under FLSA and is eligible for overtime pay. In the event that Employee works in excess of forty (40) hours per week, Employee shall be paid overtime in accordance with the Fair Labor Standards Act. The City will provide no fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Information Technology Department, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the City Manager on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

9. **NOTICE.** Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee at the following addresses:

CITY: City of El Paso
Information Technology Department
Attn: Director
#2 Civic Center Plaza
El Paso, Texas 79901

EMPLOYEE: Paul Baca

IN WITNESS WHEREOF the parties have executed this agreement at El Paso, Texas this 28th day of September, 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Paul Baca

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

APPROVED AS TO CONTENT:

Tony Huerta-Montoya, Director
Information Technology Department

ATTACHMENT A

SCOPE OF DUTIES STATEMENT

PROGRAMMER ANALYST

(EL PASO CONTRACT POSITION)

General Purpose

Under direction, analyze computer capabilities and usage, and write programs and documentation.

Typical Duties

Devise and recommend new or revised system and procedures, including justifications for proposed changes. Involves: Study existing systems and procedures of organizations to determine feasibility of conversion to data processing or network application methods. Determine information needs in coordination with personnel of user departments by drawing detailed flowcharts and block diagrams or applying other related methods. Estimate personnel requirements, cost and time for programming projects. Prepare systems development project plans and schedules. Evaluate design alternatives of proposed information processing or network systems, and operations of those implemented to ensure efficient utilization of resources. Analyze program specifications for completeness and conformance to established standards. Recommend technical solutions and improvements to automated systems. Ensure that project products meet departmental standards.

Write, test, implement, and maintain complex automated systems and computer programs. Involves: Prepare complete and precise user instructions, programming and system documentation for implemented systems according to established standards. Report programming activity and project status to management. Analyze software packages and modify to meet users' needs. Provide technical assistance to operations and programming personnel by analyzing information work procedures and job methods to solve operating system problems or debug programs. Estimate and document resource requirements for input handling, processing and output preparation for each system function. Prepare systems design alternatives according to established standards. Review and approve proposed program logic. Ensure programs are thoroughly tested and documented before release as operational. Identify documents and evaluate information requirements at various management and operating levels. Participate in developing programs to educate management and users in data processing capabilities and requirements. Train functional end users in capabilities of their systems, and guide them in dealing with related issues and problems.

Perform related duties as assigned. Involves: Substitute, if assigned, for immediate supervisor or coworkers during temporary absences by performing delegated duties sufficient to maintain continuity of normal operations. Assist supervisor with training new staff in established programming standards and procedures.

Minimum Qualifications

Training and Experience: Equivalent to a combination of an accredited Bachelor's degree in Computer Information Systems, Data Processing or related field including six (6) semester hours of structured programming and three (3) semester hours of systems analysis and design, plus one (1) year of general professional data processing experience which regularly included complex programming using one or more installed third or fourth generation command languages (for example, COBOL, Visual Basic, C+ and SQL) or successful completion, by time of appointment, of specialized technical training leading to scholastic certifications or other software vendor recognition as a qualified journey level professional in an installed functional aspect of a commercial application package (for example, Lawson Suite, People Soft or KRONOS).

Special Requirements:

- Certification or specialized training must be maintained up to date to ensure journey level knowledge of installed upgrades, added modules or other enhancements during course of employment.
- Be available for work beyond standard workday or workweek hours as necessary.

PAUL BACA

SUMMARY

Proven IT (Information Technology) professional with over 10 years experience in diverse industries. Expertise as a liaison between business lines and IT, conducting client-server software installations, configuration, and deployment, while providing end-user functional support, technical support, and training. Three of the ten years have been in the development of PeopleSoft Financial applications, with nine months spent overseas as the reporting module lead. In addition, one-year experience as a Software Engineer, specializing in the development of a web reporting system. Experience includes:

- Web and Client-Server Report Development and Programming
- Software Implementations
- Software/Hardware Technical Support
- Database Analysis, Management, SQL tuning and Programming
- Application Server Management/Systems Administration
- End-User Training

TECHNICAL EXPERIENCE

Databases: Oracle 8i, SQL Server 7/2000, MS-Access 2000, Paradox 5, DBIII
ERP: PeopleSoft 7.5/8.0, Oracle Apps R11i
Languages: T-SQL, PL/SQL, HTML, VBScript, JavaScript, VBA, ASP 2.0, ColdFusion 4.5, SQR
Other: BusinessObjects (Designer, Reporter, Supervisor, Publisher, Broadcaster, Scheduler), Crystal 8.0, MS-Excel, MS-Project, MS-Visio, MS-PowerPoint, Computron, Citrix, SnagIt, Authorware 6.5, MAPS 2002, GIFTS 5.1, Adobe GoLive 5
O/S: Windows 2000 Pro, Adv.Server, XP, NT 4.0, IIS Admin.
Tools: TOAD, Terminal Services, FTP, DevTrack

PROFESSIONAL EXPERIENCE

PFIZER PHARMACEUTICALS INC. - San Diego, CA
Systems Analyst (Commercial IT)

2002 – 2003

- Assess, develop, install, configure, test, and deploy Web and client-server software applications for: Sales & Marketing; HR, Regulatory; QA, Finance, Medical Affairs, and Communications department.
- Provide end-user technical and procedural support, as well as application training.
- Develop and/or modify user applications utilizing PL/SQL, VBA, BusinessObjects, ColdFusion, and various other Web and desktop programming applications.
- Build and administer five application servers on Windows O/S, and test new software applications.
- Create SOP's, end-user guides, and installation and troubleshooting documentation.

A-LIFE MEDICAL INC. - San Diego, CA
Software Engineer (Implementation Services/Computer Operations)

2000 – 2001

- Create and maintain Web Report Manager – programming with ASP, ADO, HTML, JavaScript, VBScript, T-SQL stored procedures, and Crystal Report Designer 8.0.
- Install and configure A-Life Medical NLP (Natural Language Processing) software.
- Troubleshoot issues related to reporting, software implementations, and data transfers.
- Produce T-SQL scripts, custom product configuration files, ad-hoc queries, and system triggers.
- Assist Quality Assurance department with control procedures, software testing, and maintenance.
- Create and maintain end-user software application guides and documentation.

24 HOUR FITNESS - San Diego, CA**2000**Financial Reporting Analyst (Financial Systems department)

- Develop, customize and tune reports for Purchasing, GL, and Marketing: using PsNVision, PSQuery, Crystal, and also database indexes and SQL analysis.
- Interface with end-users and IT department to provide technical and functional support, resolve reporting issues, and identify possible reporting enhancements.
- Provide training on reporting and technical functions, and develop end-user documentation.

SCGROUP, INCORPORATED - El Paso, TX**1995 – 2000**Financial Systems Application Analyst (IT department) 1998 – 2000

- Team Lead for development of PeopleSoft financial reports using PSnVision, PSQuery, SQL, Crystal, SQR, Tree Manager, Panel development, and SQL tuning.
- Interface with end-users to provide technical and functional support for reporting and GL module.
- Setup security classes/operators, assist with data mappings, conversions, reconciliation, and system testing.
- Provide training for end-users, and develop end-user documentation and Customer Management database.

Asset Management Database Analyst (ProLogis Trust – Asset Management department) 1996 – 1998

- Liaison between remote offices and Operations Center for the review, set-up, transfer, and reconciliation of general ledger data, and for the processing and reconciling of asset management data. Also provide end-user application support.
- Maintain customer database, and develop and implement reports using SQL and Paradox.

Team Lead (Facilities Management department) 1995 – 1996

- Assist with supervising and supporting all facilities departments as liaison for IT, creating and maintaining spreadsheets, databases, forms, templates, macros, the customization of a mailroom United Parcel System receiving and shipping database, as well as with end-user application support.
- In charge of updating and maintaining data files for quarterly and year-end financial reports.

TEMPORARY EMPLOYMENT AGENCIES**1992 – 1995**

Worked contract assignments while attending college: banking, manufacturing, engineering, and government.

ACCUGRAPH CORPORATION - El Paso, TX**1989 – 1992**Systems Analyst

- Analyze all inbound computer system orders for technical configuration requirements, and compatibility of both new and existing software, hardware, and network items, to include pricing of software and hardware orders, in preparation for purchasing department.
- Provide software and hardware information to customers, internal users, and sales associates.
- Assist customers with the installation, operation, and support of CAD software, desktop PC's, Unix workstations, peripherals, networking items, and also maintain Unix end-user access accounts.
- Resolve product inquiries and customer concerns related to product orders and shipments.

EDUCATION

B.S., Business Management - Park University, El Paso, TX

1998**MILITARY SERVICE**

United States Army, Battalion Headquarters Personnel Administration Center

1984 – 1987